

Town of Vernon, Vernon, Connecticut  
Risk Management Advisory Committee

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Minutes of Meeting of October 9, 2012

Meeting called to order in Town Council Chambers by Chairman Males at  
7:04 PM

Attendees: Committee Members: George Males, Bill Mc Manus, Tony Zappola  
- Absent: Carl Slusarczyk, Paul Jonas, Ellen Kates, Board of Education  
Representative, William Nicholson  
Town Representatives: John Ward, Town Administrator, Dawn Maselek,  
Asst. Town Administrator, Fire Chief William Call  
Guests: - Christopher Wardrop, Producer, USI  
- George Tamarro, Acct Exec, CIRMA

Public Comment: There were no members of the public present to comment.

Discussion:

1. Motion made by Mr. Zappola, second by Mr. McManus to accept the minutes of the Committee meeting of September 11, 2012, as amended. Vote – unanimous
2. Safety Committee Update: Ms. Maselek indicated that the next meeting of the Town Safety Committee was scheduled for the next evening. She indicated they have had some introductory training on Accident Review and reporting and other subjects.
3. CIRMA Loss Report Update and Peer Town Comparisons: Mr. Tamarro presented CIRMA's updated Loss Control report which included some comparative data from four towns with similar characteristics to Vernon. Members were encouraged to review these reports and forward any comments or questions to Ms. Maselek. Mr. Ward reminded Mr. Tamarro that due to the amount of data contained in these reports, they should be provided ahead of time to allow this committee to analyze its content.
4. Amerbelle Update: Mr. Ward provided an update of the Administration and Town Council's action on taking steps to secure the Amerbelle property. Town officials are investigating all possible sources of funding to ultimately tear down the buildings. Chief Call indicated the Fire Dept continues to make contingency plans for responding to any emergency at this property.
5. Schedule of Meeting Dates for 2013. Dates were proposed and the following schedule was agreed upon: Feb 12, Mar 12, May 14, June 11, Sept 10, Oct 15, Dec 10. All at 7:00 PM in Town Hall.

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6. Discussion of draft of RFP for third party administrator for Town's Workmens Compensation Program. CIRMA's current contract expires next June 30 and it was agreed this would be a good time to see what is available in the marketplace for TPA's. It appears there are several good TPA's out there and issuing a RFP might produce good results.

Committee reviewed the draft RFP provided by Ms. Maselek. It was very detailed and thorough. Several comments and suggestions were provided. Committee members were encouraged to continue their review and submit further suggestions directly to Dawn.

The projected timetable for this RFP is to finalize it by December, and put it out to bid in January. Mr. Ward suggested that if the process appears to be leaning toward engaging a new TPA, the timetable include sufficient lead time for them to transition claims activity from old to new smoothly.

7. Next Committee meeting is scheduled for December 11, 2012 at 7:00 PM, Town Council Chambers.
8. Adjournment: Motion made to adjourn the meeting made by Mr. Zappola, Second by Mr. Mc Manus. Vote unanimous. Meeting adjourned at 9:16 PM

Respectfully Submitted,

William McManus, Recording Secretary